

PROPOSED IMPLEMENTATION PLAN

August 2020

From Recommendation to Implementation

Developing an implementation plan is critical to move from recommendations to action. The implementation plan can impact project success. Spending time planning increases the potential of meeting goals and outcomes.

This process will identify goals, objectives and benchmarks. During this phase the time line and tasks are outlined, along with defining the responsibilities and resources needed to implement the project.



Implementation Timeline

Activities and steps to move from recommendations to action. Open honest communication fosters transparency, encourages new ideas and keeps the process moving forward. This is an aggressive timeline.

SEPT

**DEFINE
GOALS**

OCT

DESIGN RFP

NOV

RELEASE RFP



SEPTEMBER

Allocate resources, (time, money, personnel), define goals and objectives. Building off of the initial recommendations to develop pilots to launch and design RFPs - Request for Proposals.



OCTOBER

Design the RFP (Request for Proposal). Outline the benchmarks, milestones, funding criteria. Choose the selection panel/committee, define roles and responsibilities of design vs. selection participants. Define metrics of success.



NOVEMBER

Release of the RFP (Request for Proposal). Selection committee will review submission and recommend organizations for funding.



SEPT

2020

Identify Pilot Projects

Less restrictive phase of the process, with regards to those who plan to submit a proposal to receive funds. High level conversation to explore priority areas, allocate amounts and explain the process.

WHAT YOU SHOULD DO

- Attend community meetings
- Respond to surveys or email HRC-Roundtable@sfgov.org
- Understand although organizations can apply for funding to support individuals, individuals can't apply for funding through this process.



Online Meetings

Throughout the month of September the HRC will connect with community to identify pilot projects. The projects will build off of the recommendations from the initial community engagement report.



OCT

2020

Design the Request for Proposals

Draft the list of benchmarks and expectations for potential grantees.

Compile a list of questions to be answered as a part of the RFP.

Identify selection panel and evaluation/assessment team.

WHAT YOU SHOULD KNOW

- If an organization plans to apply they can't participate in the process
- Process will include department
- Connected to themes in the report



Request for Proposals (RFPs)

A Request for Proposal, or RFP, is a document that a business, non-profit, or government agency creates to outline the requirements for a specific project. They use the RFP process to solicit bids from qualified vendors and identify which vendor might be the best-qualified to complete the project.

[HTTPS://WWW.WORDRAKE.COM/BLOG/RFP-101-WHAT-IS-THE-PURPOSE-OF-AN-RFP](https://www.wordrake.com/blog/rfp-101-what-is-the-purpose-of-an-rfp)

Partner with the relevant departments and community stakeholders to develop the RFP.

Identify community partners to participate in the review panel of proposals

Participant vs Applicant

People/organizations who plan to apply for potential funding opportunities can't participate in the design of the RFP. Participants will potentially help develop the RFP, work on benchmarks and outcomes, sit on the review panel and support evaluation.

WHAT YOU SHOULD KNOW

- Applicants will need to have a 501c3 to apply for funding or a fiscal sponsor
- City grants typically put a 15% cap on administrative costs
- City grants are typically reimbursement based - meaning the organization has to spend the money and be reimbursed.
- Contracting process can take anywhere from weeks to months, similar with accessing funds



NOV

2020

Release the Request for Proposals

Distribute the RFP and share the requirements, timeline, questions and benchmarks with potential applicants.

SELECTION PANEL WILL

- Review and score responses
- Select a "winning" proposals
- Work with evaluation/assessment team to develop accountability process



Release of Proposals

Intention to release the proposal on November 1, 2020. Submissions should be received no later than December 1.

Review and selection process should happen before January 1.



Community Review and Evaluation

Community members will participate in the review, selection and evaluation process of the proposals.

The evaluation process will extend beyond the normal grant submission and data collection performed by departments. Community asked for greater accountability from systems and community leaders.



IDENTIFY PILOT PROJECTS

Develop general framework, review timeline and create an action plan for advancing the recommendations.



DESIGN THE RFP

A collaborative process with relevant city departments and community stakeholders, identifying specific criteria for the selection process.



RELEASE THE RFP

Distribute the RFP, review and score submissions, select finalists and begin the contracting process.



PROPOSED

IMPLEMENTATION PLAN

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